



STATE OF CALIFORNIA
ASSISTANT INFORMATION SYSTEMS ANALYST
FRANCHISE TAX BOARD
PROMOTIONAL EXAMINATION
SPOT -- SACRAMENTO

FRANCHISE TAX BOARD
PO Box 550
Sacramento CA 95812-0550
ATTN: Exam Unit, (916) 845-3608
Website: www.ftb.ca.gov
TDD is Telecommunications Device for the Deaf.
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will not be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications are available and can be filed:

In Person: Franchise Tax Board 9646 Butterfield Way Sacramento Building, Exam Unit Sacramento, CA 95827	By Mail: Franchise Tax Board ATTN: Exam Unit PO Box 550 Sacramento, CA 95812-0550
--	--

APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

FINAL FILE DATE: FEBRUARY 4, 2009

Applications (STD. 678) must be **POSTMARKED** no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.

Applications are available at the State Personnel Board website home page at www.spb.ca.gov or FTB's website at www.ftb.ca.gov.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

EXAMINATION DATE

It is anticipated that the written test date will be held in April/May 2009. You will be notified by mail of the date, time and location of the written test.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Competitors who do not appear for the written examination will be disqualified.

SALARY RANGES: **Range A - \$3106 - \$3596**
 Range B - \$3204 - \$3893
 Range C - \$3841 - \$4903

Range A. This range shall apply to incumbents who do not meet the criteria for Range B or Range C.

Range B. This range:

1. Shall apply to persons who have satisfactorily completed the equivalent of six months of Assistant Information Systems Analyst (Range A) in the California state service; or
2. May apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing a variety of tasks in the analysis, development, installation, implementation, procurement or support of electronic information processing systems with duties equivalent in complexity and type to those of an Assistant Information Systems Analyst; **AND** who meet the education requirements as stated on the class specification; or
3. May apply to persons who, while enrolled as a student at a recognized college, have satisfactorily completed the equivalent of six months (1000 hours) of work experience performing programming, analysis, or technical support duties; **AND** who meet the education requirements as stated on the class specification.

Range C. This range:

1. Shall apply to persons who have satisfactorily completed the equivalent of 12 months of Assistant Information Systems Analyst (Range B) or 18 months of Assistant Information Systems Analyst experience in the California state service; or
2. May apply to persons who have the equivalent of 18 months of satisfactory experience outside of State service performing a variety of tasks in the analysis, development, installation, implementation, procurement or support of electronic information processing systems with duties equivalent in complexity and type to those of an Assistant Information Systems Analyst; **AND** who meet the education requirements as stated on the class specifications; or
3. May apply to persons who have 30 semester or 45 quarter units of graduate work in management information systems or computer science related courses; **AND** who meet the education requirements as stated on the class specification.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Franchise Tax Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

WHO MAY APPLY

This is a departmental promotional examination for the Franchise Tax Board.

1. Applicants must have a permanent civil service appointment with the Franchise Tax Board as of the Final File Date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Applicants under item 4 must submit form DD214 along with their standard state application (STD. 678). Veterans' preference points will not be granted in promotional examinations.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Under certain circumstances, former FTB employees may be allowed to compete under the provisions of Rule 235. (See General Information on reverse side).

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSISTANT INFORMATION SYSTEMS ANALYST LM96-1479
EXAM CODE: 9FT02

BULLETIN RELEASE DATE: JANUARY 21, 2009
FINAL FILE DATE: FEBRUARY 4, 2009

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the entrance requirements for this examination by the written test date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, candidate's possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Additionally, state experience applied toward the non-state experience pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional state experience pattern.

Either I

Experience: One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C), a Computer Operator (Range C), or a Programmer I (Range B).

Or II

Experience: One year of progressively responsible analytical experience in performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, including independent analysis in one or more of these areas.

Or III

Education: Completion of at least 60 semester or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology-related coursework.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Unit, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Unit, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office or website Home Page @ www.spb.ca.gov. Applications are also available at local offices of the Employment Development Department and the Franchise Tax Board.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

POSITION DESCRIPTION

This is the entry and first journey level for the series. Under general supervision, incumbents perform work of average difficulty in analytical studies for the support, development, installation, implementation, or procurement of information technology systems, and teleprocessing networks and/or systems. .

Positions exist in Sacramento only.

EXAMINATION INFORMATION

This examination will consist of a Written Test weighted 100%. Competitors must attain an overall minimum score of 70.00% in order to be placed on the eligible list.

WRITTEN TEST – WEIGHTED 100%

EXAMINATION SCOPE

In evaluating the candidates' knowledge, skills, and abilities, the examination has been developed to measure each candidate's:

Knowledge of:

- 1. Principles of public administration, organization, and management.
- 2. Information technology systems equipment, software, and practices.
- 3. Analytical techniques.
- 4. Technical report writing.

Ability to:

- 1. Analyze information and situations.
- 2. Identify and solve problems, reason logically, and draw valid conclusions.
- 3. Develop effective solutions.
- 4. Apply creative thinking in the design of methods of processing information with information technology systems.
- 5. Monitor and resolve problems with information technology systems hardware, software, and processes.
- 6. Establish and maintain effective working relationships with others.
- 7. Communicate effectively.

Veteran's Preference Credits - are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.